

California Energy Commission



CLASSIFICATION: Office Manager II
(May downgraded to Office Manager I)

TENURE: Permanent

TIME BASE: Full Time

SALARY: Office Manager II – \$7,110 - \$7,838
Office Manager I - \$6,457 - \$7,118

LOCATION: Efficiency and Renewable Energy Division
Sacramento, CA

FINAL FILING DATE: February 9, 2009

OFFICE MANAGER II - DUTIES/RESPONSIBILITIES: The Office Manager II is under the general direction of the Deputy Director of the Efficiency and Renewable Energy Division and plans, organizes, directs and manages the staff and activities to develop and implement compliance, enforcement, outreach and educational programs for building standards in California plus provide education, training, technical assistance and information services to the building industry and supports a hotline to respond to calls from local governments, building industry members and the general public regarding standards. In addition, the Office Manager advises the Deputy Director, Executive Director and Commissioners on a broad range of efficiency issues and serves as the Commission's representative on various regional, national, professional and governmental bodies which significantly influence the state's energy efficiency programs. The mission of the office is to complement implementation programs with economic cost effective standards and to identify energy efficiency opportunities and develop and implement such programs.

OFFICE MANAGER I – DUTIES/RESPONSIBILITIES:

A duty statement is available upon request.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Considerable interpersonal skills. The successful applicant is expected to work within a larger team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

California Energy Commission
Human Resources - Debbie Powers
1516 9th Street, MS-3
Sacramento, CA 95814
(916) 654-4305
RPA#420-565

Pos#4200-4524-002

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From Voice Phones: 1-800-735-2922
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